

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for March 10, 2021*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:18 pm. The meeting was held through teleconference per Governor Sisolak’s issued [Declaration of Emergency Directive 006](#) regarding open meetings during the COVID-19 pandemic.

**Committee Members:**

**Kimberley Perondi**, for Barbara K. Cegavske, Secretary of State – Present  
**Jerry Lindsay**, Governors Appointee – Present  
**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present  
**JoVon Sotak**, Interim Division Administrator, Nevada State Library, Archives and Public Records – Present  
**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Absent  
**Alisanne Maffei**, for Tim Galluzi, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present  
**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Lt. Ryan Osborne**, Department of Public Safety, Parole and Probation

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

There was no public comment made by mail, email, or telephone leading up to or during the meeting.

**3: Attachment A. Review and Approve the Minutes for February 10, 2021**

<b><u>Discussion and Vote:</u></b>
Chair Kim Perondi noted an error on the agenda for this agenda items. The agenda was posted with an incorrect date of February 10, 2020 instead of February 10, 2021 and Alisanne noted that she is designee for Allan Cunningham, CIO. JoVon sent a suggested modification to the discussion statement on agenda item number seven. The change was made after staff reviewed the audio recording of the meeting. The minutes were approved as presented. The motion was made by JoVon Sotak and the second was by Harry Ward. The vote was unanimous based on the Committee members in attendance.

**4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

**1. Division of Welfare and Supportive Services, Eligibility and Payments**

**1. Title:** *State Plan Reports*

**RDA:** *2020008*

**Description:**

*These records document reports created in accordance with 42 U.S. Code § 1396a - State plans for medical assistance. The records may include but are not limited to: general eligibility and payments statistical information, Supplemental Nutrition Assistance Program (SNAP formerly Food Stamps) statistical documentation, Temporary Aid to Needy Families (TANF) statistical documentation, Medical Assistance for the Aged, Blind, and Disabled (MAABD) statistical documentation, Child Care statistical documentation, Child Support statistical documentation, Medicaid statistical documentation, Employment and Training*

*statistical documentation, Energy Assistance Program (EAP) statistical documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) federal fiscal years from the end of the fiscal year in which the State Plan report was submitted.*

**Recommended Disposition:**

**Destroy Securely**

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for New RDA 2020008:**

According to the agency, the records series 2006195, 2006196, 2003179 , 2006190, 2006160, 2006161, 2003199, 2006191, 2006192, 2003182, 2006180, 2006193, 2006194, 2003186, and 2003187 are reports generated to support the development of the State Plan submitted to the federal government as part of their legal requirements as public medical assistance providers (42 U.S. Code § 1396a). The reporting requirements in 42 U.S. Code § 1396a occur on an annual basis. However, staff recommends an authorized retention of “three (3) federal fiscal years from the end of the fiscal year in which the State Plan report was submitted” in order to ensure effective legislative reporting at the State level as well and the federal level. The State Archivist has reviewed this records series and retention schedule and agrees with the proposed changes. The agency has reviewed this records series and the retention schedule and agrees with the proposed changes.

**Discussion and Vote:**

The proposals in Attachment B were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous based on the Committee members in attendance.

**5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules**

**1. Division of Welfare and Supportive Services, Eligibility and Payments**

**A. Title:** Welfare Eligibility Certificates and Warrants: Audits

**RDA:** 2008039

**Description:**

*These records document the internal audit of the Division's participation in the New Employee of Nevada (NEON) program. The records may include but are more limited to: audit documentation with supportive documentation, eligibility certification and/or warrant documentation, associated documentation, and related correspondence.* ~~These records document the in-house audit of voided or cancelled eligibility certificates and warrants. The records may contain but are not limited to: Audit workpaper, List of certificates and warrant, Related correspondence, Similar documentation.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the fiscal year *in which the audit was completed to which they pertain.*

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Modification of RDA 2008039:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “to which they pertain” replacing it with “in which the audit is completed” to make a more consistent and defined trigger event.

**2. Department of Public Safety, Parole and Probation Division****A. Title:** Case Files**RDA:** 2003008**Description:**

~~These are working files on Parolees and Probationers.~~ *These files document the supervision of offenders while on parole or probation with the Division.* The files may contain, but are not limited to: applications for parole or probation, pre-sentence reports, sentence data sheets, disposition data sheets, discharge documentation, notes from parole officers, contact logs, progress reports, restitution agreements and schedules, probation violation agreements, *master field sheets, and related associated* documentation.

**Authorized Retention:**

Retain for ~~one hundred (100)~~ *forty (40)* calendar years from the end of the calendar year in which the case was closed.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

**Justification for Modification of RDA 2003008:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely.

According to available historical information from the agency and NSLAPR staff, there is no statutory regulation related to the retention timeframe of offender case files. During the last review of this records series in 2016 stated

“The retention was modified from notification of death or 100 years from the birth date to close of file to allow all records in a calendar year to be destroyed at the same time instead of having to remove and splice microfilm.”

The agency conducted internal research into case file retention, finding that “after reviewing this information, that the Division move to a 50-year retention schedule or death which ever may come first.” The retention timeframe was evaluated further by Division command staff. It was determined that a 40-year retention was more applicable based on the agency’s re-offender age statistics, which considers the average and outlying re-offence ages. In addition, NRS 213.1092 – 10988 gives the agency further determining authority over their records. Staff recommends the deletion of “one hundred (100)”, replacing it with “forty (40)” to ensure the agency is retaining their records according to their administrative need.

**B. Title:** Case Files: Sealed Records

**RDA:** 2000058

**Description:**

*These records document the sealing of offender case files. In addition to case file documentation as described in RDA 2003008: Case Files, the files may contain but are not limited to: court orders sealing the records, authorized access logs, and associated documentation.*

~~This record series documents the sealing of records. The files may include, but are not limited to: Court order sealing the records; Access log (detailing the authorized inspection of the file); Other records as described in Case Files RDA# 2003008.~~

**Authorized Retention:**

*Retain for forty (40) calendar years from the end of the calendar year in which the original (unsealed under RDA 2003008) case file is closed.*

~~Retain the records for as long as the regular (unsealed) Case Files (See RDA# 2003008).~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

**Justification for Modification of RDA 2000058:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. In addition, staff recommends the deletion of “Retain the records for as long as the regular (unsealed) Case Files (See RDA# 2003008)”, replacing it with “Retain for forty (40) calendar years from the end of the calendar year in which the original (unsealed) case file is closed” to create a more accurate trigger event that illustrates this records series dependence on record series 2003008.

**Discussion and Vote:**

Chair Perondi asked the guest, Lt. Osborne, if he had any comments or questions. Lt. Osborne thanked everyone for their consideration and time. The proposals in Attachment C were approved as presented. The motion was made by JoVon Sotak and the second was by Jerry Lindsay. The vote was unanimous based on the Committee members present.

**6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

**1. Division of Welfare and Supportive Services, Eligibility and Payments**

**A. Title:** ~~Computer Reports for Eligibility and Payments: Regularly Scheduled~~

**RDA:** ~~2006195~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to administer the Eligibility and Payments Program. These reports include various printouts from the OASIS computer system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state agencies.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006195:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**B. Title:** ~~Computer Reports for Eligibility and Payments: Statistical~~

**RDA:** ~~2006196~~

**Description:**

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Eligibility and Payments Program. The reports include various computer system printouts.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006196:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**C. Title:** ~~Computer Reports for Eligibility and Payments: Temporary~~

**RDA:** ~~2003179~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Eligibility and Payments Program. These reports may include printouts from various computer systems.~~

**Authorized Retention:**

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2003179:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**D. Title:** ~~Eligibility and Payments Management Reviews of District Offices~~

**RDA:** ~~2006190~~

**Description:**

~~This record series consists of the reviews of district offices performed by the Eligibility and Payments Program Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices concerning the following programs: Child Care, Child Support, TANF, Food Stamps, Medicaid, EAP and Employment & Training.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final report was submitted. date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006190:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**E. Title:** ~~Food Stamps Computer Reports: Regularly Scheduled~~

**RDA:** ~~2006160~~

**Description:**

~~This record series contains standard (non-statistical and non-temporary) reports generated on a regular basis and used to administer the Food Stamp Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006160:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**F. Title:** ~~Food Stamps Computer Reports: Statistical~~

**RDA:** ~~2006161~~

**Description:**

~~This record series contains statistical reports generated on a regular basis and used to administer and monitor the Food Stamps Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006161:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**G. Title:** ~~Food Stamps Computer Reports: Temporary~~

**RDA:** ~~2003199~~

**Description:**

~~This record series contains reports generated on a regular basis or upon request (as needed) and are used to prepare other reports, complete an administrative task or to correct the database in the administration of the Food Stamps Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

**Authorized Retention:**

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2003199:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**H. Title:** ~~MAABD Program Reports: Regularly Scheduled~~

**RDA:** ~~2006194~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. The files include regularly scheduled reports from OASIS, NOMADS, agency Legacy systems, the Federal Government (Social Security Administration, IRS, etc.) and various other state agencies.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006191:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**I. Title:** ~~MAABD Program Reports: Statistical~~

**RDA:** ~~2006192~~

**Description:**

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006192:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.



J. Title: ~~MAABD Program Reports: Temporary~~

RDA: ~~2003182~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.~~

**Authorized Retention:**

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2003182:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

K. Title: ~~TANF Data Reporting: Disaggregated Data~~

RDA: ~~2006180~~

**Description:**

~~This record series documents the reporting requirements for the TANF (Temporary Assistance to Needy Families) Program as found in 45 CFR Part 265. The information is found both in paper and computer on-line formats. The files may include: [a] Computer reports from the OASIS, NOMADS and/or Legacy systems; [b] on-line data with security backup copies; [c] copies of federal reports (produced by TANF), including: Annual TANF Report (45 CFR 265.9); Quarterly TANF Reports (45 CFR 265.3 and 265.9); TANF Financial Reports (45 CFR 265.3 and 45 CFR 92.41) and SSP-MOE (Self Sufficiency Program—Maintenance of Effort) Data Report (45 CFR 265.3); and [d] paper files including internal data collection forms, correspondence, internal reports, notes, Federal transmission reports, Federal edit reports and similar documents.~~

**Authorized Retention:**

~~For records described in sections [a], [b] and [c]: purge the paper files and computer data after a retention of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report. Records described in section [d] may be purged from the file when the report has been completed and sent to the Federal government.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006180:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**L. Title:** ~~TANF Program Reports: Regularly Scheduled~~

**RDA:** ~~2006193~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to administer the TANF [Temporary Aid for Needy Families] program. These reports include regularly scheduled computer printouts from the OASIS, NOMADS, and agency Legacy computer systems.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006193:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**M. Title:** ~~TANF Program Reports: Statistical~~

**RDA:** ~~2006194~~

**Description:**

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer the TANF [Temporary Aid For Needy Families] program. The reports include statistical computer printouts from the OASIS, NOMADS and agency Legacy systems.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2006194:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series.

N. Title: ~~TANF Program Reports: Temporary~~

RDA: ~~2003186~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the TANF [Temporary Aid For Needy Families] program. These reports include various printouts from the OASIS, NOMADS and agency Legacy systems.~~

**Authorized Retention:**

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2003186:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

O. Title: ~~Welfare Eligibility Certificates and Warrants: Voided or Cancelled~~

RDA: ~~2003187~~

**Description:**

~~This record series consists of documents that are voided or cancelled due to mistakes or as alignment for a computer run as printed by the Controller's Office. Eligibility Certificates contain recipient's name, address and personal data (in code); and indicates month of eligibility. Warrants are used to show eligibility and grant awards.~~

**Authorized Retention:**

~~Destroy the certificates and/or warrants in a secure manner after completion of a successful in-house audit.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

**Justification for Deletion of RDA 2003187:**

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

**2. Department of Public Safety, Parole and Probation Division**

A. Title: ~~Action Reminder Report and Client Alpha Report~~

RDA: ~~1992275~~

**Description:**

~~This record series contains information for Parole and Probation officers on the offenders assigned to them. The report~~

~~reminds the officers of actions—ongoing, past due and scheduled for the future—which need to be done. The report is a computer generated legal sized record listing the district, unit involved, case officer, offenders name, file #, notation space for reassessment data (date, risk, needs, level, O/R), action (reassess, discharge, init R&N, etc.), due date and comments. The report also includes a short list describing the offender, social security #, case #, convicted offense, risk level, fees, supervision level (max, med, min, etc.), and special conditions of incarceration called the Client Alpha Report.~~

**Authorized Retention:**

~~Retain until superseded by a newer report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

**Justification for Deletion of RDA 1992275:**

According to the agency the majority of the report components of this records series are no longer created. In addition, those components that are still created and utilized have been included in the additions made to RDA 2003008: Case Files. Specifically, the inclusion of the Field Sheet and the corresponding statistical data. Staff recommends the deletion of this RDA.

**Discussion and Vote:**

Harry Ward disclosed that he represents the Parole Board but did not feel there would be any conflicts. The proposals in Attachment D were approved as presented. The motion was made by Alisanne Maffei and the second was by JoVon Sotak. The vote was unanimous based on the Committee members present.

**7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

**1. Update from the February 10, 2021 Meeting**

**A. Title:** IT: Security Logs

**RDA:** 2011002

**Description:**

These records ~~are logs~~ documenting access to IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may ~~include contain~~, but are not limited to: ~~Security and access control logs,;~~ ~~Firewall traffic logs;~~ ~~Similar logs.~~ *other applicable logs, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) months from the date of the log.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by State agency Records Officers.

**Justification for Modification of RDA 2011002:**

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

This records series was first reviewed by the Committee on February 10, 2021 as item V of Attachment E. The records series was tabled in order for staff to get more information about a possible extension to the authorized retention. Staff contacted Robert W. Dehnhardt, the State Chief Information Security Officer. According to Chief Dehnhardt:

“As the appraisal note indicates, this is not an easy problem to solve. Retention of these logs is vital to determining root cause and scope of some longer-term security incidents, but storage, management and usability of these records needs to be addressed. The NASA SETI project collected massive amounts of information from scans of the sky, only to discover that they had no way to process or analyze the data; security logs can present a similar problem, albeit on a smaller scale...

However, making this requirement without having a means for storage, search or analysis is simply introducing the SETI problem to our environment. It creates an unfunded mandate for storage space, places administrative and compliance burdens on agency staff that aren't equipped for a manual review (which would have limited effectiveness since comparisons of logs over time would be all but impossible), and in the end would not improve the security of the systems. Without a Security Information and Event Management (SIEM) system that's designed for security log management, analysis and event correlation, longer retention of the logs simply becomes another problem.

I did submit a budget request for a statewide SIEM, but due to the economic climate we're in, it didn't make the cut. Until we can get a platform in place that will allow us to make meaningful use of the logs, I think our best course of action is to stick with the three month retention in order to keep the logs manageable with the systems we currently have.”

Staff has reached out to the Grants Office for review of the tabled RDAs from the February 10, 2021 meeting:

<b>Title:</b> Grants: Applications Not Funded - Granting Agency Records	<b>RDA:</b> 2005124
<b>Title:</b> Grants: Federal Grant - Real Property & Equipment Records	<b>RDA:</b> 2005127
<b>Title:</b> Grants: Federal Grants - Appeals and Compliance Reviews	<b>RDA:</b> 2005129
<b>Title:</b> Grants: Federal Grants - State Plan	<b>RDA:</b> 2005128
<b>Title:</b> Grants: Private Grants	<b>RDA:</b> 2005130

Staff is awaiting response and feedback.

#### **Discussion and Vote:**

Heather mentioned that responses for the tabled items from the Grant's office were not received until after the agenda was posted. These items will be added to the next agenda. A motion to approve item 1A was made by JoVon Sotak and the second was by Jerry Lindsay. The vote was unanimous based on the Committee members present.

### **8: Attachment F. Technical Changes Policy Review**

#### **Discussion:**

Chair Perondi gave a brief summary of the reason for the policy and its intent. There was no further discussion or questions. A motion to approve the policy was made by Alisanne Maffei and the second was by JoVon Sotak. The vote was unanimous based on the Committee members present.

### **9: Attachment G. 2021 Legislative Session Update**

#### **Discussion:**

Chair Perondi told the Committee that this is a listing of legislative bills provided by staff as an informational item for members of the Committee in case there is an item that needs further discussion. Heather noted that the list was current as of posting, and any changes would be reflected on the next agenda.

### **10: Discuss future agenda items**

#### **Discussion:**

In addition to the Governor's Office, Chair Perondi noted that items that were tabled from the Grant's Office would be added. Heather noted that she is working with several agencies on modifications but does not believe they will be ready for the next agenda.

### **11: Public Comment**

There was no comment from the public made by mail, email, or telephone leading up to or during the meeting. Harry Ward recommended moving the agenda items so that public comment was taken prior to determination of the next meeting so the public would have a chance to comment. Chair Perondi asked staff to make the change. Chair Perondi also announced that Lewis Martin accepted a position with another agency.

**12: Determine time of next meeting**

The next meeting will be held April 14, 2021 at 1:15 through teleconference per Governor Sisolak's issued Declaration of Emergency Directive 006 regarding open meetings during the COVID-19 pandemic.

**13: Adjourn**

The meeting was adjourned at 1:40 pm by the Chair, Kim Perondi.